



CP#7-04 – Committees and Members

Approved: 01/17/04 | Revised: 05/31/24

- 1.0 Purpose of Council Policy: The work of the International Code Council (ICC) depends upon the activities and work product of volunteer committees. This policy sets forth general guidelines for the establishment and operations of these committees in accordance with the ICC Bylaws.

- 2.0 Statutory Authority: Under Articles

it has not completed its goals and objectives within such timeframe. In any event, the ICC Board shall conduct an annual review of each Ad-hoc Committee.

3.4 Type of Committees: With respect to determining rules governing the membership of committees as set forth in Section 5, there shall be two types of committees, Technical committees and Non-technical committees.

3.4.1 Technical Committees: Technical committees are committees which are directly related to and support the process and development of ICC Codes and Standards. This includes ICC Councils, Codes and Standards committees, exam development committees and other technical committees as approved by the ICC Board.

3.4.2 Non-technical committees: Non-technical committees are committees which provide an oversight and/or administrative function in support of the non technical activities of the ICC. This includes Professional Development Services committees (other than exam development), Government Relations committees, ICC Board created committees not directly related to the process and development of ICC Codes and Standards and other non technical committees as approved by the ICC Board (excluding Committees and assignments of the ICC Board).

3.4.3 Transaction of Business: Except as otherwise provided in this policy, the organizational Bylaws or in other applicable Council policies, Robert's Rules of Order shall govern the transaction of business at committee meetings. The ICC Board shall develop a Council policy for each Standing Committee, as defined in Section 333.1.3. (aw)2.6 (s)]TJ 0 T1.(m)-6 (eet)5.152

- 4.1.7 Perform such functions as may be stated in the Council Policy governing such committee or assigned by the CEO;
- 4.1.8 Prepare each committee report, if any, for publication; and
- 4.1.9 Prepare any comments received on a committee report in a form suitable for committee consideration;
- 4.1.10 Review the committee membership list, at least annually, with respect to the criteria of Section 5.0; and
- 4.1.11 Distribute the committee roster to the committee members at least annually. Distribution of committee rosters with committee contact information shall not be permitted unless approved unanimously by the committee.

5.0 Committee Membership:

5.1 General Rules Applicable to Technical and Non- Technical Committees:

- 5.1.1 Announcement: To provide the broadest possible opportunity for individuals to participate on ICC committees, the ICC shall make a public announcement for applicants to fill vacant positions on committees. This announcement shall include:
 - 1. A notice posted on the ICC lead in web page
 - 2. A notice in all applicable ICC ePublications
 - 3. A specific notice to the IAC
 - 4. A formal request for qualified nominations from ICC's strategic partners who have demonstrated a commitment to the organizations public safety mission, the Governmental Consensus Process, and represent a broad cross section of users and producers

All applicants will be provided due consideration in the appointment process.
- 5.1.2 Deadlines: The deadline for receipt of applications for appointment to ICC Code Development Committees shall be the first business day in June prior to the first year of each 36 month code cycle The deadline for receipt of applications of other committees shall be posted no later than 30 days prior to the deadline, unless otherwise provided in the applicable Council Policy governing such committee or approved by the ICC Board.
- 5.1.3 Application for Membership: Each candidate for committee membership shall submit statements indicating the following:
 - 1 Evidence of knowledge and competence in the work of the committee;
 - 2 Assurance of ability to participate actively in the work of the committee including responding to correspondence and attendance at committee meetings;

- 3 Relationship of applicant to the scope of the committee;
- 4 Whether the applicant currently serves on other ICC Committees, Councils or ad-hoc Committees;
- 5 What organization, company, etc., the nominee would represent;
- 6 Whether the applicant would have an instructed vote and, if so, by and on behalf of whom; and whether the organization, in instructing its representatives, can meet the time constraints imposed by the committee objectives;
- 7 What person or organization would fund participation; and
- 8 Agreement to notify the office of the CEO of a change in employment; and
- 9 The appropriate interest category (see section 5.1.7).

5.1.4 Appointment: Appointment to a committee shall be based on:

- 1 Qualifications of the applicant,
- 2 Limiting the size of each committee to a manageable working group,
- 3 Maintaining balance of interests within the membership of each committee, and
- 4 Maintaining appropriate geographic distribution.

otherwise provided in the applicable Council Policy governing such committee or determined by the ICC Board.

5.1.10 Representation of Interests: A committee member shall withdraw from and take no part in those matters with which the committee member has an undisclosed financial, business, or property interest. The committee member shall not participate in any committee discussion or any committee vote on the matter in which they have an undisclosed interest. A committee member shall not represent him or herself as an official or unofficial representative of the ICC or the committee except at a regularly convened meeting of the committee. All requests for a committee member's views or interpretations as a member of this committee are to be submitted to the offices of the CEO.

5.1.10.1 Service on Multiple Committees: In order to maximize opportunities for members to participate in the business of ICC, ICC's general desire is that an individual not simultaneously serve on more than one Committee, Council or Ad-hoc Committee; provided, however, that the ICC Board may determine from time to time that simultaneous service is prudent.

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8.0 Committee Reports :

8.1 Restricted Publication: Committees shall not issue reports or release documents developed by the committee except as herein provided:

8.1.1 During the development of such material, the distribution of background material, analyses and tentative or draft reports shall be limited to the members of the responsible committee, the membership of cooperating committees and others whom the committee specifically desired to receive such drafts. When a committee, by majority vote, authorizes distribution of drafts to secure comment and assistance, specific notices as to their status as committee working papers shall be included.

8.1.2 When the reports or documents are judged to be in form for consideration, they shall be submitted in the form prescribed in their scope and objectives statement.

8.2 Minutes of Committee Meetings: Minutes of each committee meeting shall be recorded in the form approved by the committee and issued to committee members without undue delay by the Committee Chairperson, or a duly-appointed individual acting at the direction of the Chairperson. No other minutes shall be authorized. Verbatim transcriptions of committee meetings made by tape recorders, stenotype machines, or other means shall not be permitted unless authorized by the Chairperson.

Minutes shall, as a minimum, record the time and place of committee meetings, names of persons attending, and a summary of actions taken. Minutes shall be approved by the committee.

8.3 Scheduling: Each committee shall submit a report to the ICC Board, at least annually. The report shall reflect the status of the assignments placed before that committee.

9.0 Activities of Committees:

- 9.4 Liaison with Staff: Each Committee Chairperson shall keep the Staff Liaison fully informed on the work of the committee, coordinate meeting dates with the Staff Liaison, and supply the Staff Liaison with copies of all ta: